

STUDENT INTERNSHIP PROGRAM

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OBJECTIVES OF SIP:

the primary goals of the Student Internship Program of the College of Science are the following:

1. **Educational Enrichment:** To provide the students with practical experience that complements their academic coursework and enhances learning.
2. **Professional Development:** To enable students to develop essential skills, competencies, and industry knowledge in preparation for their future careers.
3. **Career Exploration:** To offer students opportunities to explore different career paths and gain insights into various industries.
4. **Networking and Mentorship:** To facilitate networking opportunities with professionals and mentors who can provide guidance and support.

SIP POLICY & GUIDELINES:

The Student internship Program of the College of Science is offered to eligible student who will enroll during the midyear of the academic year. The course code as follows:

- **OJT 307** - BS biology
- **INT 301** - BS Mathematics (All Specializations)
- **OJT** - BS Environmental Science
- **OJT-1** - BS Food Technology (2nd year)
- **OJT-2** - BS Food technology (3rd year)

**BS Medical Technology student will take their Clinical internship in their 4th year level and will be provided with their own Internship Manual.*

- **MLSCI 401 & 402** - BS Medical Technology

- All students who will take the internship must **have completed all the prerequisite subjects** of the internship program (see course curriculum).
- All incoming student interns shall attend the SIP General Orientation organized by SIP Coordinator of the College of Science in Coordination with the Office of Career Development and Student Internship Services (CarDSIS).

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- Each program will have assigned Faculty-handling Internship (FHI) who will supervise and assist student interns with regard to SIP. The SIP Coordinator will monitor all the student interns with the assistance of the Faculty-handling Internship.
- No student will be allowed to start the SIP unless he/she is officially enrolled and has submitted all the required documents.

Roles & Responsibilities:

- Contact the HTE supervisor several days before starting the internship.
- Notify the SIP Coordinators of the FHI about the internship start date.
- Attend the HTE and HEI orientation as required.
- Maintain an analytical field learning journal.
- Maintain regular communication with SIP Coordinator or FHI.
- Attend campus meetings, seminars, or activities if required.

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Roles & Responsibilities:

- Adhere to workplace policies, maintain confidentiality, and conduct themselves professionally.
- Coordinate with the SIP Coordinator or FHI for visits to the HTE.
- Must respect and maintain confidentiality regarding proprietary information and intellectual property of the organization and its clients.
- Develop an exit strategy to conclude the internship smoothly.

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Supervision & Mentorship:

- Student interns will be assigned meaningful projects or tasks that align with their educational background and career interests.
- Student interns will have a designated supervisor from the HTE who will oversee their work, provide guidance, and offer mentorship throughout the internship period.

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SIP PROCEDURES:

1. The student can apply in his/her chosen Host-Training Establishment (HTE). He/She must submit a Letter of Endorsement (LOE) addressed to his/her chosen HTE signed by the SIP Coordinator and College Dean with his/her resume and/or application letter attached. The student may submit an application to more than one company.
2. The student will be responsible for the submission of pertinent documents to the HTE and for following up on the application.
3. Once the student is accepted to the HTE, he/she shall secure a Notice of Acceptance (from the HTE), and has to inform his/her FHI.
4. The student must submit all necessary documents to his/her FHI.
5. Once all the documents are accomplished and submitted, the student intern must inform the his/her FHI on the start of his/her internship.

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6. Weekly report must be accomplished and must be signed by the intern supervisor from the HTE.
 7. After completing the required number of hours, the student intern shall ask his Intern Supervisor to complete the Intern's Performance Appraisal Form. This shall be returned to the student in a sealed envelope.
 8. The student intern will obtain a Certificate of Completion from the HTE after the internship.
 9. Each student is required to submit a written narrative report of his/her internship and compile it together with all the necessary documents (SIP Portfolio) to be submitted to his/her FHI.
 10. Students who have completed their internship must answer the Internship Exit Survey provided by CarDSIS.

• ***Student Internship will not be recognized if the student is proven not officially enrolled in the university.***